

PLAN REVIEW (CONTINUED)

The better your plans, the more likely you are to receive a permit sooner. For details on plan requirements see "Plan Submission Requirements", Brochure #3 of 3.

Depending on the nature of the project, plans may be reviewed by several departments.

When plan review is complete, you have the option of being contacted by phone, e-mail or postal mail.

If plans are rejected, you may make changes at the counter or sign out the plans to make changes elsewhere. You will be given specific instructions on how these changes are to be made

PERMIT ISSUANCE

When plans are approved, and all other items are in order (e.g., license submitted, bonds posted) the permit can be issued. Fees are due at this time and may be paid by cash, check or credit card. Payment by any method may be made in person at the counter. Checks may be mailed in. Credit cards can be accepted by phone.

Permits may be claimed in person or mailed. If you wish your permit mailed, please provide a self-addressed, stamped envelop or box sufficient to mail the permit and plans.

INSPECTIONS

Call 703-248-5080 (TTY 711) to book an inspection. There is no online or automated process for booking inspections. It is important that you have

INSPECTIONS (CONTINUED)

the job site address and your permit number available when you call for an inspection. Appointments for inspections will be booked no sooner than the next business day. Typically, scheduling is for about one or two days from the request. We schedule inspections for a specific time, but allow up to an hour for possible delays.

For jobs with multiple trades, we ask that one appointment be made for all inspections. Do not have each trade call in separately. We will not book more than one appointment for a job at one time.

If no qualified person is there with the inspector, or if the work is not ready for inspection, there is a charge of \$55.00.

OTHER HANDOUTS

In addition to this brochure, also look for:

2. Requirements for Application for a Permit
3. Plan Submission Requirements

This and other information, along with all necessary forms, are available at the Development Services Counter, located on the third floor of the west wing of City Hall. The same information and forms are available on the City of Falls Church web site, <http://www.fallschurchva.gov>

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703-248-5080 (TTY 711)

BUILDING PERMIT FEES AND PROCESS SUMMARY

City of Falls Church, Virginia



Informational Brochure #1 of 3

Department of Development Services
Building Safety Division
300 Park Avenue, 300W
Falls Church, VA 22046
703-248-5080 (TTY 711)

permits@fallschurchva.gov

PERMIT FEES

Below are fees for each type of permit. This covers all ordinary work, but is not fully detailed. It accounts for all items, but not in the full detail of the City Council resolution setting the fees.

BUILDING PERMIT

Building Work ¹	.55/sq ft
Demolition	\$10.00/1000 sq ft
Fence ²	\$55.00
Retail Shelving	\$55.00/floor
Systems Furniture	\$55.00/floor
Elevators & Lifts	\$220.00
Door Locking Systems	\$10.00/door
Cranes	\$110.00
Sump Pumps	\$55.00

¹Square footage includes basements, porches, decks and roofs

²There is no fee for a fence permit unless the fence protects a swimming pool.

ELECTRICAL PERMIT

Circuits	\$5.00
Fixtures, Receptacles	\$5.00
Receptacles >20 A	\$10.00
Outdoor Signs	\$30.00/Unit
Service up to 600 A	\$55.00
Service over 600 A	\$165.00
Panel up to 600 A	\$55.00
Panel over 600 A	\$110.00
Transformers	\$55.00
Fixed Appliances	\$15.00
Electric Heat	\$10.00/KW
Motors	\$10.00/HP
Generators	\$10.00/KW

FIRE SYSTEM PERMIT

Base Fee, Any Permit	\$165.00
Fire Alarm Panels	\$110.00
All Fire Alarm Devices	\$10.00
Stand Pipes	\$15.00/Floor
Sprinkler Pump	\$110.00
Sprinkler Heads	\$5.00

FUEL-GAS PERMIT

Boilers, Heat	\$30.00/100MBH
Gas Appliances	\$20.00
Automatic Gas Valves	\$30.00
Gas Piping	\$55.00
New Service	\$55.00
Oil Tanks	\$55.00

MECHANICAL PERMIT

A/C & Refrig. Units	\$25.00/Ton
Air Handlers	\$30.00
Cooling Towers	\$55.00
Hoods	\$110.00
Paint Spray Booths	\$110.00
Fan Coils, VAV Boxes	\$20.00
Ventilation Risers	\$55.00/Floor
Exhaust System	\$55.00/Riser

PLUMBING PERMIT

Fixtures, Drains, etc.	\$15.00
Sewer Inst/Repair	\$55.00
Sewer Cap-Off	\$55.00
Water Service Inst/Repair	\$55.00
Building Drain/Vent	\$55.00/Riser
Water Pipe Work	\$55.00/Floor
Sewage Ejector Pump	\$55.00

Work not adequately covered by these fees can be charged as “Other” at \$55.00 per estimated half-hour inspection.

For permits that need plans reviewed, the plan-review fee is 30% of the permit cost with a minimum of \$100. This fee added to the permit fee is the total fee due.

Work done without a permit is subject to a \$55 investigative charge, in addition to the permit fee. If no permit application is submitted within a week, an additional \$330.00 fee may be charged.

The minimum fee for any permit is \$55.00.

All permits will have the 2% State Levy and 10% Technology-Enhancement fee added. This means the minimum you will pay for any permit is \$61.60.

Fees are due when the permit is issued. No money is due at plan submission unless the area of work exceeds 15,000 s.f. In that case, the estimated plan review fee is due at the time of application.

PROCESS OVERVIEW

APPLYING FOR A PERMIT

Please see the brochure “*Requirements for Application for a Permit*”, Brochure #2 of 3, for details on the application process

PLAN REVIEW

Plan review time is typically 2-4 weeks for residential or small commercial jobs and 4-6 weeks for larger commercial jobs. There is no option to do a walk-through.